



Job Opening- Grant Writer

Arlington Free Clinic is seeking an experienced, mission-driven **Grant Writer** to lead all aspects of the grant funding process, including prospect research, funder cultivation, proposal development, grant reporting, and stewardship. This individual will play a key role in expanding the Clinic's grant revenue by identifying new funding opportunities and developing compelling, competitive proposals that support our mission and strategic priorities.

Working closely with the Director of Development, the Grant Writer will manage and coordinate all grant-related fundraising activities, strengthen relationships with foundation and corporate funders, and help increase philanthropic support for the organization.

This is a **hybrid, part-time position**, with the opportunity to work remotely up to two days per week.

What will make you successful in this role?

You are:

- An exceptional project manager who can successfully manage multiple priorities and deadlines.
- A strong writer with the ability to adapt tone, voice, and messaging for diverse audiences.
- Enjoy working collaboratively and comfortable working across departments as part of an integrated, multidisciplinary team.
- Highly organized, detail-oriented, and able to manage complex projects from concept to completion.
- Passionate about health equity and committed to advancing the mission of a community-based healthcare organization.
- Strategic in your thinking while also willing to roll up your sleeves and contribute to the day-to-day work of a small, high-performing development team.
- Create and manage an annual grants work plan, including application, reporting, and stewardship deadlines.
- Maintain accurate grant tracking systems and calendars to ensure timely submissions and compliance with funder requirements.
- Monitor the progress of grant-funded projects and work with internal stakeholders to ensure activities and outcomes align with grant agreements.
- Support the organization's data collection, reporting, and program evaluation efforts to strengthen grant applications and impact reporting.
- Collaborate with finance staff to track grant revenue and provide timely documentation for budgeting, forecasting, and financial reporting purposes.

You need to have

- 3 to 5 years of nonprofit grant writing experience
- Experience writing all types of grants and a bachelor's degree or higher in communications, business or related field
- Minimum of 3 years of successful foundation relationship management
- Knowledge and/or experience in health care, health policy, or public health a must
- Excellent written, verbal, listening and organizational skills
- Proven track record of success working with high-level donors, fundraising volunteers and other key stakeholders
- Understanding of grant management system, a plus, currently implementing Grant Frog

This role is **hybrid working 32 hours per week**. AFC offers a great benefits package including health and dental insurance, life insurance, flexible spending plan, 401(k) retirement plan, 11 paid holidays, sick leave, paid time off (PTO) and free parking. Interested candidates should submit a cover letter, resume and salary requirement to Director of Human Resources at nadkins@arlingtonfreeclinic.org.

Arlington Free Clinic is an Equal Opportunity Employer and is committed to an equal and diverse workplace.